

TOWN OF NORTH STONINGTON
JOB DESCRIPTION
TOWN SANITARIAN

NATURE OF WORK:

The Sanitarian performs highly responsible, professional and administrative work enforcing the Town of North Stonington and State of CT Public Health Codes and Regulations. The position requires significant independent judgment, initiative, maturity, observation and communication skills, accuracy and confidentiality.

SUPERVISION RECEIVED:

The Sanitarian receives general direction from the First Selectman, and policy direction from the Director of Health.

SUPERVISION EXERCISED:

None

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Enforces and administers the State of Connecticut Public Health Code and General Statutes, and the Town's Health Codes and Regulations.

Determines nature of code violations. Drafts health code compliance directives pursuant to notices of code violations and abatement orders issued by the Director of Health. Coordinates code enforcement procedures with the police and legal authorities. Ensures compliance with regulations. Works cooperatively with members of the public to assure understanding of regulations and compliance.

Works closely with the Director of Health and assists the public in order to maintain health standards and to eliminate potential health hazards.

Reviews applications for new or improved building projects, including residential, industrial or commercial site development plans, wells and sub-surface sewage disposal systems, and subdivisions for conformance with health regulations.

Participates in preliminary reviews and consultations with Town staff concerning major building projects. Confers with and interprets health code provisions to architects, engineers, contractors and the public.

Assists members of the public in applying for, and meeting requirements of, various health licenses or permits.

Performs sanitation and environmental inspections. Performs sanitary inspections of food service establishments, public swimming pools, childcare facilities, itinerant vendors, temporary food events and cosmetology shops.

Responds to and investigates all complaints of unhealthy or unsanitary conditions.

Responds to and investigates reports of lead poisoning, suspected food borne illness, or water borne illness. Collects samples for laboratory analysis for use in detecting and preventing disease. Collects bathing water samples and well water samples as needed.

Informs individuals and/or groups of inspection findings and explains how problems can be solved.

Establishes and maintains effective and courteous working relationships with State and Federal officials, Town Officials, public officials, the general public, other departments and agencies and co-workers.

Establishes and maintains appropriate working relationships with State and Federal officials, Town officials, public offices, the general public, consultants, other departments and agencies and co-workers.

OTHER JOB FUNCTIONS:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Performs related work as required

REQUIREMENTS OF WORK:

Education, Experience & Training:

Training and experience that provides the following knowledge, skills and abilities.

Knowledge, Skills & Ability:

Thorough knowledge of public health and sanitation practices.

Thorough knowledge of Town ordinances and State of Connecticut Statutes pertaining to Public Health Code.

Ability to enforce regulations firmly, tactfully and impartially.

Ability to exercise discretion in handling confidential information.

Ability to effectively communicate orally and in writing. Ability to give oral and written instructions in a precise, understandable manner, as well as the ability to follow oral and written instructions. Ability to write concisely, to express thoughts clearly, and to develop ideas in logical order is required. Information provided orally must be accurately recorded.

Ability to prioritize, organize and perform work independently; ability to make decisions and act quickly; and the ability to adjust quickly to changing priorities in a sometimes

stressful environment.

Ability to regularly engage in activities necessitated by the position outside normal business hours; i.e., evening meetings, emergencies, etc. (This is highly responsible, professional and administrative work and as such is expressly exempted by the Fair Labor Standards Act and related state laws from the requirement of paid overtime).

Ability to work harmoniously, cooperatively, and courteously with others at all times. Ability to maintain a calm manner in stressful and/or emergency situations and an ability to adapt to varying work situations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must hold a driver's license and be able to operate a motor vehicle. The employee is frequently required to sit, stand and walk for prolonged periods of time. Physical stamina and endurance is required. The employee must have the ability to use hands to finger, handle or feel objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and smell. The employee may lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. While performing the duties of this job, the employees work in outside weather conditions as well as the office. The employee occasional works near moving mechanical parts and in precarious places; is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and vibration.

The noise level in the work environment is usually quiet while in the office and quiet to moderately noisy in the field.

NECESSARY SPECIAL REQUIREMENTS:

Must possess and retain a valid Connecticut Motor Vehicle Operator's License. Licensed and registered Sanitarian with the State of Connecticut. Certified in Sub-Surface Sewage I & II. Certified Food Service Inspector. Certified Lead Inspector and Risk Assessor.

This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.